



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND

REGION ELEVEN

NAVAL AIR STATION DALLAS TEXAS 75211-9502

COMNAVRESREDCOMREG11INST 7010.1

Code 07/00C

13 FEB 1991



COMNAVRESREDCOMREG ELEVEN INSTRUCTION 7010.1

Subj: ESTABLISHMENT AND ADMINISTRATION OF RESERVE CENTER RECREATION FUNDS

Ref: (a) COMNAVRESFORINST 7010.2
(b) BUPERSINST 1710.11A
(c) NAVSO P-3520
(d) NAVMILPERSCOMINST 5890.1
(e) BUPERSINST 7010.1A

Encl: (1) NAVCOMPT Form 2213
(2) NAVSUP Form 306
(3) Sample Consolidated Property Listing
(4) NAVCOMPT Form 744
(5) NAVCOMPT Form 2212
(6) Sample DD Form 1342
(7) Sample Two Party Money Count Sheet
(8) Profit Sharing Formula

1. Purpose. To establish and issue supplemental instructions, procedural guidelines and policies for the establishment and administration of Reserve Center Unit Recreation Funds under the cognizance of the Commander, Naval Reserve Readiness Command Region Eleven (REDCOM 11).

2. Policy and Procedures. Compliance with the provisions and policies of references (a) through (e) and this instruction is directed for all REDCOM 11 activities. It is the policy of REDCOM 11 to provide for the recreation needs of assigned active duty Naval personnel. Common uses of the fund include the purchase of minor sports/recreational equipment, maintenance of minor recreation equipment, books, magazines, newspapers, and entertainment. Expenditures should yield tangible recreation benefits. These funds should not be used primarily for parties and picnics.

3. Fund Establishment Approval Authority. Procedures to request authority to establish a Unit Recreation Fund are contained in reference (a).

4. Responsibility. The effective operation and administration of recreation programs is the responsibility of the chain of command.

a. Commander, Naval Reserve Force (COMNAVRESFOR). COMNAVRESFOR, through COMNAVRESFOR (Code 585) provides overall coordination and administration of recreation programs within the Reserve claimancy.

b. Commander, Naval Reserve Readiness Command Region Eleven. REDCOM 11 will review and inspect Unit Recreation Funds to ensure proper management and





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financial accountability. Further, REDCOM 11 will provide additional assistance and guidance on request or when deemed necessary for other reasons.

c. Fund Administrator. Reserve Center commanding officers having Unit Recreation Funds are designated Fund Administrators. They have jurisdiction over, and are responsible for, the establishment, administration, operation, and financial condition (including solvency, stability, and dissolution), of the Recreation Fund and will:

(1) Review and evaluate financial statements and, where applicable, forward them as directed to higher authority.

(2) Effect corrective action on recommendations made by audit board as directed by reference (b).

(3) Approve all recommendations of the Recreation Council/Committee/Board, in writing, prior to expenditure of Recreation funds. Disapprove any recommendations of the Recreation Council/Committee/Board, in writing, which are deemed not to be in the best interest of the Navy or are not authorized as outlined in reference (b).

(4) Personally approve and sign all checks involving the expenditure of Recreation Funds. No checks are to be written to "CASH" or to any "INDIVIDUAL STAFF MEMBER." (The only exception is in the case of a substantiated personal financial hardship, only after certification must be in writing and retained in the Recreation Fund's general files.)

(5) Designate a Recreation Fund Custodian in writing, specifying accountability, records keeping, and proper administration of the fund.

(6) Designate a Recreation Fund council/Committee/Board in writing. At the discretion of the Fund Administrator, commands that cannot support both a Council and a Committee, may form a Recreation Board that will function in the same manner as the Council/Committee. The Board must constitute a representative mix of officer, enlisted, age group, and male/female personnel, as appropriate, and ensure attention to interests of ethnic and minority groups. Each member of the board has one equal vote. Majority rules on recommendations.

(7) Designate a Recreation Property Custodian in writing. This individual may be the Recreation Fund Custodian.

d. Recreation Fund Custodian. The Recreation Fund Custodian will have possession, be knowledgeable of, and maintain all of the required publications, directive, files and ledgers pertaining to the Recreation Fund, including when authorized or directed by the Fund Administrator, the check book. (The Recreation Fund Custodian cannot be any member assigned to appropriated fund administration responsibilities, i.e., the Storekeeper). In following specific duties:



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(1) Set up and maintain a receipt and expenditure record that will be retained for the life of the recreation fund in the format prescribed in reference (c).

(2) Prepare a Purchase Order, NAVCOMPT Form 2213, prior to any expenditure of recreation funds. Sample provided as enclosure (1).

(3) Obtain and retain an itemized invoice/receipt slip/cash register tape/delivery ticket for each expenditure of recreation funds from the vendor. This proof of purchase will be attached to the Price Solicitation/Purchase Order Approval form, NAVCOMPT Form 2213. Check numbers and dates will be entered on each ticket or invoice for the purpose of cross-referencing and audit simplification.

(4) Ensure that no purchases are made with cash. All expenditures of recreation funds will be accomplished by check.

(5) Ensure that each transaction is supported by written recommendation from the Recreation Council/Committee/Board and written approval is received from the Fund Administrator.

(6) Reconcile and balance the monthly bank statements upon receipt.

(7) In case of loss of funds, the custodian will be required to reimburse the fund only when it appears, by affirmative evidence, that the custodian did not exercise due care and diligence.

(8) Submit a financial statement to the Recreation Council/Committee/Board at the scheduled meeting for review and information.

5. Recreation Property Management. There are three categories of recreation property: (1) Non-expendable. This equipment has an acquisition value of over \$1000, is not consumed in its use, and has a life expectancy of more than two years (e.g., pool table, boat, universal gym equipment, etc.). (2) Expendable. This equipment has an acquisition value of under \$1000, is not consumed in its use and has a life expectancy of more than two years (e.g), TV, microwave, ping pong table, golf clubs, etc.). (3) Consumable minor recreation equipment. This equipment has an acquisition value of less than \$100, may be consumed in its use, but normally has a life expectancy of more than two years (e.g., bats, balls, gloves, weight belts, tennis racquets, etc.).

a. Each piece of nonexpendable and expendable equipment will be recorded on a Stock Record, NAVCOMPT Form 742-1, or a Controlled-Equipage Custody Record Card, NAVSUP Form 306, see enclosure (2).

b. Each piece of nonexpendable and expendable equipment will be marked "MWR PROPERTY" and will have a unique inventory number affixed permanently to it (normally the same numbers as the consolidated property record).





c. Consumable minor recreation property will be recorded on a consolidated property listing and kept in the binder with the consolidated property record cards. See sample in enclosure (3).

d. All recreation property will be inventoried at least annually.

e. A signed Custody Receipt, NAVCOMPT Form 744, will be obtained from each individual borrowing property without charge. See enclosure (4) for example. This receipt will be returned to the individual when the property is returned.

f. Disposal of excess recreation property.

(1) Usable equipment no longer required by the recreation program will be used as a trade-in for the purchase of like items or be made available for no cost transfer to another activity within REDCOM 11.

(2) Should such redistribution not be feasible, the excess property may be sold to interested individuals through a sealed bid procedure to active duty personnel as directed in reference (b).

(3) In no instance shall property purchased with recreation funds be donated to any individual or non-naval organization.

g. Disposal of unservicable recreation property.

(1) Property with an acquisition value of over \$300 or more will be transferred to the nearest Defense Reutilization Management Office (disposal).

(2) Property with an acquisition value of less than \$300 will be destroyed. Two persons shall witness the disposal and verify the destruction in writing.

(3) Nonexpendable or expendable property will not be dropped from records until a Certificate of Disposition, NAVCOMPT Form 2212, is approved by the commanding officer. See sample in enclosure (5).

h. Insurance and Self Insurance: COMNAVMLPERSCOM is authorized to purchase insurance or to self-insure the various exposures to loss. Presently, all coverages are provided by self-insurance. Self-insurance means that funds are set aside within NAVMLPERSCOM central funds to pay losses.

(1) COMNAVMLPERSCOM (NMPC-652D) Casualty Insurance Program provides all the coverages necessary for recreation vehicles (cars, vans, trucks, buses, etc.) and special purpose recreation vehicles (snowmobiles, power cycles, trailers including camping and boat, etc.).

(2) To be eligible for coverage, recreation vehicles and special purpose recreation vehicles must be purchased with non-appropriated funds and be assigned a USN registration number by NMPC-0652D. Note: USN registration numbers are not assigned to boats. The boating registration requirements of the respective state should be followed.



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(3) Requests for USN registration numbers for vehicles (including special purpose) not previously registered shall be submitted in accordance with enclosure (5) of reference (b), see enclosure (6) for an example.

(4) Recreation vehicle insurance coverages and accident reporting is described in reference (d).

6. General Administration.

a. Unit Allocations. Requests for annual allocations shall be submitted at the beginning of the fiscal year via the chain of command to COMNAVAIRESFOR (CODE 533). Requests must indicate the number of active duty Navy personnel assigned, including students. The current allocation rate is \$25.00 per active duty Navy member per year and \$12.50 for active duty student personnel per year.

b. Special Grants. Nonappropriated fund assistance to purchase recreation equipment for which local funds are not available may be requested from COMNAVAIRESFOR (Code 533). Request for equipment must include justification, including details of steps taken to obtain such equipment through appropriated funds. Justification requirements are outlined in reference (a).

c. Vending Machines and Amusement Games. Vending machines and amusement games may either be owned by the Unit Recreation Fund or owned by private vendors. Regardless of who owns the machines, Fund Administrators will adhere to the following strict provisions:

(1) Vending machines and/or bulk vending machine supply storerooms will not be opened for any purpose unless two or more members are present when they are opened, one of which must be the Recreation Fund Custodian.

(2) Money counts and deposit preparations are to be documented showing that two parties counted the money. A sample format is shown in enclosure (7). All funds received, and particularly those removed from vending machines and amusement games will be documented in the presence of at least two Recreation Fund members, one of which must be the Recreation Fund Custodian.

(3) Deposits of cash into the Recreation Fund's bank account should be at least bi-weekly or more often when cash on hand exceeds \$100.00.

(4) An authenticated receipt shall be obtained from the bank for each deposit and shall be retained on file as part of the official records.

(5) Per reference (e), profits from non-exchange operated vending and amusement machines at Naval and Marine Corps Reserve Centers will be distributed to each tenant on a pro rata strength basis. The Navy and Marine Corps have deployed a formula (see enclosure (8)) to provide equitable profit distribution to participating Navy and Marine Corps units. The formula provides for the inclusion of drilling reservists and assigned full time support personnel within the profit distribution plan.



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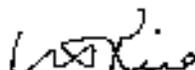
d. Change Funds. The commanding officer is authorized to establish a change fund if needed. The change fund must be authorized in writing specifying the amount authorized. Depending on the size of the Reserve Center, no more than \$25.00 should be authorized.

(1) This fund will be for the purpose of making change only. Other expenditures from the change fund is prohibited.

(2) The entire change fund must be available for audit and/or verification at all times (change and dollar bills must add up to the authorized amount).

(3) A surprise audit on the change fund will be held at least quarterly by a member of the Recreation Fund Board. This audit will be reported to the commanding officer in writing. A copy of the audit must be held in the Recreation Fund records.

e. Recreation Fund Audit. The commanding officer will designate in writing an officer to perform an audit on the Recreation Fund at least annually as directed in reference (b). Areas considered most vulnerable are cash collection, basic procurement and receiving operations, change fund, basic book keeping procedures, bank deposit procedures, and reconciliation of bank statements.


W. T. RICE
Deputy

Distribution: (COMNAVRESREDCOMREG11INST 5216.1J)
List B-2



FORWARD ORDER
NAVSCRIPT FORM 8111 (7) (REV. 8-78)
S/N 8104-12-708-4300

ACTIVITY NO. N66666	DATE 17 Dec 90	PACKAGE ORDER NO. 00001
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FROM: Commanding Officer Naval Reserve Center 123 Seaway Drive Anywhere, TX 12345	TO: Best Restuarant 890 Food Ave Anywhere, TX 12345	DELIVER TO: Customer Pick-up
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REMARKS: Being governed by instructions herein, please enter our order for the following:

QUANTITY	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
7	Dinners for Staff Christmas Party	EA	10.00	\$70.00
	STAFF MEMBERS IN ATTENDANCE			
	LCDR I.M. INCHARGE			
	EMC D.O. SPARKS			
	YN1(AW) PENCIL			
	SK2 S. STAR			
	PN2 Y. MEE			
	BT1 N.D. SNIPE			
	CTA1 S.P. OAKE			

DATE REQUIRED 20 Dec 90	DISCOUNT TERMS net 30	N/A	SIGNATURE OF AUTHORIZED REPRESENTATIVE LCDR I.M. INCHARGE
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RECEIVING CLERK

RECEIVED AND FOUND SATISFACTORY AND ACCEPTED	DATE BT1 SNIPE
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NAMES FOR:	STORAGE:	DEPARTMENT:
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SIGNATURE AND PRINTED NAME OF PERSON RECEIVING MATERIAL:	BT1 SNIPE
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BOOKKEEPER

THE BILLING IS CORRECT:	AMOUNT BY CHECK NO. 1234	DATE PAID 20 Dec 90	INITIALED BY (OPTIONAL) NDS
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PART 3 RECEIVING/BOOKKEEPER COPY

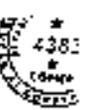
Encl (1)







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CONSOLIDATED PROPERTY LISTING

ITEM	QTY	CONDITION
Baseball Bat	8	Good
Baseball Glove	4	Fair
Baseball Bases	4	Fair
Softballs	8	Fair
Volleyball	2	(1) New (1) Fair
Volleyball Net	1	Good
Baseball	1	Good
Baseball Backboard and Rim	1	Good
Bowling Shirts		
Size Medium	2	Good
Size Large	2	Good
Size X-Large	1	Good
Horseshoe Set	1	Good
Tennis Racquets	4	Good
Weight Sets	1	New

Encl (3)





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Name		ORGANIZATION AND ADDRESS	
YNI(AW) U. S. PENCIL		RESCEN, ANYWHERE, TX	
NO.	DESCRIPTION	NO.	DESCRIPTION
5	Baseball Bats		
4	Baseball Bases		
8	Softballs		
	Note: To be returned Monday	4	January 1991
I agree to return the above property in the same conditions as when issued, normal wear and tear excepted. If lost or damaged due to negligence or carelessness, I agree to replace such property.			
RECEIVED BY (Signature)		DATE	
YNI(AW) U. S. PENCIL		31 Dec 1990	
CUSTODY RECEIPT - NAVCOMPT FORM 744 (REV. 10-83) S/N 01044-F-701-3403 U.S. GPO: 1989-554-005/0009 7-1			

Encl (4)







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DOD PROPERTY RECORD		1. <input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> INACTIVE <input type="checkbox"/> DEL <input type="checkbox"/> CHANGE		2. JANUARY DATE 0344		3. I.D./GOVERNMENT TAG NO.		Form Approved OMB No. 22-R0209			
SECTION I - INVENTORY RECORD											
4. COMMAND CODE		5. STOCK NUMBER		6. ACQUISITION COST 1350		7. TYPE CODE		8. FR. OR ANG 89			
9. NAME OF MANUFACTURER SKIDOO		10. MFR'S CODE		11. MANUFACTURER'S MODEL NO. SKI234		12. MANUFACTURER'S SERIAL NO. 123456789					
13. LENGTH 5		14. WIDTH 2		15. HEIGHT 36		16. WEIGHT 650		17. CONTRACT NUMBER N6666690R0000023			
18. DESCRIPTION AND CAPACITY All Terrain Vehicle, 3-Wheel, 1 Passenger, Gasoline Powered											
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO											
SECTION II - ELECTRICAL CHARACTERISTICS											
19. QUANTITY	20. HORSEPOWER	21. VOLTS	22. PHASE	23. CYCLE	24. AC	25. DC	26. SPEED	27. TYPE AND FRAME NUMBER			
28. PRESENT LOCATION Naval Reserve Center 123 Seaway Drive Anywhere, TX 12345							29. DPMC CONTROL NO.				
							30. POSSESSOR CODE N66666				
SECTION III - INSPECTION RECORD											
				YES	NO					YES	NO
31. IS ITEM IN STORE AND MAINTENANCE LOG (LINE AT LEAST 12 MONTHS)?						32. IS ITEM IN STORE AND MAINTENANCE LOG (LINE AT LEAST 12 MONTHS)?					
33. HAS ITEM BEEN REPAIRED/REWORKED? DATE						34. HAS ITEM BEEN REPAIRED/REWORKED? DATE					
35. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? (NO. OF PARTS/COMPONENTS REMOVED)						36. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? (NO. OF PARTS/COMPONENTS REMOVED)					
37. HAS ITEM BEEN TESTED UNDER LOAD? (NO. OF TESTS)						38. HAS ITEM BEEN TESTED UNDER LOAD? (NO. OF TESTS)					
39. ARE MAINTENANCE LOGS CURRENTLY MAINTAINED? (NO. OF LOGS)						40. ARE MAINTENANCE LOGS CURRENTLY MAINTAINED? (NO. OF LOGS)					
41. ARE ALL PARTS IDENTIFIED AND SERIALIZED? (NO. OF PARTS)						42. ARE ALL PARTS IDENTIFIED AND SERIALIZED? (NO. OF PARTS)					
43. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?						44. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?					
45. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?						46. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?					
47. HAS ITEM LAST USED ON A FINISHING OPERATION?						48. HAS ITEM LAST USED ON A FINISHING OPERATION?					
49. WERE ADJUSTMENTS OR CALIBRATION CORRECT PERFORMED?						50. WERE ADJUSTMENTS OR CALIBRATION CORRECT PERFORMED?					
51. IS ITEM IN OPERABLE CONDITION?						52. IS ITEM IN OPERABLE CONDITION?					
SECTION III - REMARKS											
53. REMARKS -EMPG. 13											
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO											
SECTION IV - DISPOSITION RECORD											
54. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)					55. TYPE OF DISPOSITION			56. DATE OF DISPOSITION AND PROCEEDS IF SOLD			
					<input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION						
					<input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT						
SECTION V - VALIDATION RECORD											
57. VALIDATION (TYPE, NAME(S) AND SIGNATURE(S)) BT1 SNIPE, USN											





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ALLOCATION FORMULA
FOR DISTRIBUTION OF VENDING MACHINE
PROFITS
COMBINED NAVY AND MARINE CORPS RESERVE CENTER

A. Monthly credited Reserve
drill periods plus monthly
active duty personnel hours

a

= Total (USN/USMC)
monthly allocation
points

Example

USN 200* + 1280** = 520

USMC 100* + 640** = 260

B. Total monthly USN allocation
points plus total USMC
allocation

= Combined services
monthly allocation
point total

Example

USN 520 + USMC 260 = 780

C. Total USN/USMC monthly
allocation points divided
by combined services monthly
allocation points total

= USN/USMC service
ratio

Example

USN 520 - 780 = 67%

USMC 260 - 780 = 33%

* Number of monthly credited reserve drill periods
** Number of active duty personnel X 8 hours X 20 days

Note: A drill period is equal to four drill hours

Encl (8)



